PERSONNEL BOARD MEETING MINUTES Monday, August 6, 2018 – 6:00 p.m.

Call to Order/Roll Call of Members: Pat Carnevale, Chairperson; Norberto Alvarez, Vice-Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Luis Zubieta, Member.

PRESENT Pat Carnevale, Chairperson; Zoraya Pena, Member; Stephen Dielmann, Member; Gelien Perez, Human Resources Director; Dayli Mesa, Personnel Board Secretary; Theron Simmons, Assistant City Attorney.

ABSENT Norberto Alvarez, Vice-Chairperson; Luis Zubieta, Member

AGENDA

1. Request to approve the minutes of the June 2018 Personnel Board meeting.

APPROVED 3-0. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

2. Request to approve leave with pay, because of death in the immediate family, for the listed employees, in accordance with Rule 13, Section5 (f) of the Civil Service Rules and regulations, received June & July 2018.

1.	Reinaldo Regalado Jr.	Community Development Department – Building
2.	Alejandro Sanchez	Community Development Dept. – Planning & Zoning
3.	Oscar Garcia	Construction & Maintenance Department
4.	Arthur Fair	Fire Department
5.	Jacinto Calderin	Fire Department
6.	Jose D. Romero	Police Department
7.	Henderson B. Gray	Public Works
8.	Brentz Johnson	Public Works

Public Works

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

3. Report of Leave without Pay for June & July 2018.

SO NOTED.

9. Anton Wallace

4. Report of <u>Civil Service Appointments</u> for June & July 2018.

1.	Gerald Ivonnet (Fire Lieutenant – 06/17/2018)	Fire Department
2.	Joel Mego (Fire Lieutenant – 06/18/2018)	Fire Department
3.	Justin Tippens (Fire Engineer – 06/17/18)	Fire Department
4.	Justin Tippens (Fire Lieutenant – 07/15/2018)	Fire Department
5.	Andre R. Mompoint (Fire Engineer – 07/15/2018)	Fire Department
6.	Vladimir Kanarev (District Fire Chief – 07/15/2018)	Fire Department
7.	Adnan Hasan (Fire Captain – 07/15/2018)	Fire Department
8.	Willians Guerra (Assistant Chief of Operations – 07/15/2018)	Fire Department
9.	Curtis E. Champion (Recreation Center Director I – 06/25/2018)	Parks and Rec. Dept.

SO NOTED.

- 5. Report of Civil Service Resignations for June & July 2018.
 - 1. Amber J. Mendoza

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Chris Muni
Calex Cosculluela
Ruben K. Cantillo
Adriel M. Sanchez
Fire Department
Fire Department

Jorge L. Garcia
Stephanie Baez
Fleet Maintenance Department
Parks & Recreation Department

James Yin
Andrea L. Ward
Laureano Garcia
Rolando Riveron
Andrew P. Brand
Fernando J. Valdes
Police Department
Police Department
Police Department
Police Department

14. Jose L. Luques
15. Sergio R. Portela
16. Iliana Salamanca
Public Works Department
Retirement Department

SO NOTED.

6. Report of Maternal/Paternal Leave for June & July 2018.

Ivan J. Fiallo
Amy Basanta
Fire Department
Streets Department

SO NOTED.

7. Request to certify the eligibility list for **Supervisor of Water & Sewers.**

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

8. Request to certify the eligibility list for **Billing Coordinator (FIRE).**

APPROVED 3-0. Motion by Mr. Dielmann. Second by Ms. Pena. Passed by unanimous vote.

- 9. Request to conduct an In-house, non-competitive Civil Service Examination for <u>Mechanic II</u> (Alcides Bello Alonso).
 - a. In-house, non-competitive
 - b. 100% Performance
 - c. Must obtain a minimum score of 70% to be placed on the eligibility list.

Copy of job description and resume are attached.

Range 48, \$1,121.00 - \$2,257.00 Bi-weekly

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. Dielmann. Passed by unanimous vote.

10. Request to approve the **new** job description for **CJIS Agency Coordinator (CAC)**

Copy of **new** job description is attached.

Range 49, \$1,161 - \$2,450 Bi-weekly

APPROVED 3-0. Motion by Ms. Pena. Second by Mr. Dielmann Passed by unanimous vote.

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11. Request to hear **Unfinished Business**.

11a. Daniel M. Gonzalez's updated resume. Mr. Gonzalez was approved for a non-competitive civil service examination for the position of Supervisor of Water & Sewers during the June 2018 Personnel Board Meeting.

11b. Request to abolish the eligibility list for Recreation Center Director I. This item was tabled in the June 2018 Personnel Board Meeting. (ITEM WITHDRAWN AS PER DEPARTMENT DIRECTOR).

APPROVED 3-0

12. Request to hear New Business.

12a. Request to decide on an alternative date for the September 2018 Personnel Board Meeting due to the observance of Labor Day.

APPROVED 3-0

Comment: The September Personnel Board Meeting will take place on Tuesday, September 4, 2018 at 6:00 PM.

NEXT PERSONNEL BOARD MEETING: Tuesday, September 4, 2018 - 6:00 PM

If any person decides to appeal any decision made by the Personnel Board with respect to any matter considered at this meeting, he/she will need a record of the proceedings and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. In accordance with the Americans and Disabilities Act of 1990, persons needing a special accommodation to participate in this proceeding should contact the Office of the City Clerk no later than seven (7) days prior to the proceeding. Telephone (305) 883-5820 for assistance; if hearing impaired, telephone the Florida Relay Service Numbers (800) 955-8771 (TDD) or (800) 955-8700 (VOICE), for assistance.